



Assistant Secretary for Health
Office of Public Health and Science
Washington, DC 20201

January 10, 2002

Dear Colleague:

In response to your request, we have enclosed an application kit for the Adolescent Family Life (AFL) Demonstration Grant Program supported by the Office of Adolescent Pregnancy Programs (OAPP). This kit contains all necessary forms and information to complete the application for **AFL Demonstration Projects (PREVENTION SERVICES)** as listed below.

The closing date for this grant announcement is **March 11, 2002**. Applications will be considered as meeting the deadline if they are postmarked on or before the closing date. Grant awards will be issued no later than September 30, 2002.

Please be sure to carefully read all the application materials in detail, as the kit contains many specific requirements which applicants must meet to be considered for funding. Applicants must submit an original application and two (2) copies. To facilitate the processing of your application, please include in the lower left corner of your mailing envelope: **“ATTENTION-AFL DEMONSTRATION PROJECTS (PREVENTION SERVICES)”**.

The OAPP has scheduled a series of technical assistance workshops to help prospective applicants. At each of the one-day workshops, the public will be able to learn more about the purposes and requirements of the Title XX program, how to apply for funds under this program announcement, program eligibility requirements, the application selection process, and considerations that might help to improve the quality of grant applications. The dates and locations of the workshops are noted in the attached Federal Register announcement.

If you have any questions concerning the financial or budgetary aspect of your application, please contact the Grants Management Office at (301) 594-4012. For programmatic questions, please contact the OAPP Program Office at (301) 594-4004.

We appreciate your interest in the Adolescent Family Life Program.

Sincerely Yours,

/s/

Mireille B. Kanda, M.D., M.P.H.
Acting Director
Office of Population Affairs

This Application Booklet includes the following materials:

- ✓ Cover Letter from Director, Office of Population Affairs
- ✓ Enclosure #1 - Federal Register Announcement of Availability of Grants for Adolescent Family Life Demonstration Projects
- ✓ Pre-Registration Information and Form for AFL Grant Writing Technical Workshops
- ✓ Enclosure #2 - Title XX of the Public Health Service Act (legislation authorizing the program)
- ✓ Enclosure #3 - Questions and Answers Concerning the AFL Demonstration Grants
- ✓ Enclosure #4 - Guidance on writing S.M.A.R.T. objectives
- ✓ Enclosure #5 - Program Narrative (General Guidance)
- ✓ Enclosure #6 - Additional Requirements
- ✓ Enclosure #7 - Assurances Required by Title XX, Public Health Service Act
- ✓ Enclosure #8 - State Single Point of Contact (SPOC) list
- ✓ Enclosure #9 - Sample Sliding Fee Scale
- ✓ Enclosure #10 - AFL Approved Curricula List
- ✓ Enclosure #11 - AFL Application Checklist
- ✓ Enclosure #12 - Federal Grant Application Forms (OPHS-1, Revised 6/2001)
- ✓ Enclosure #13 - Confirmation of Application Receipt